

# OFF-SITE COLLECTION FORM – STATE OF INDIANA

Midwest Toxicology Services is the third party administrator for the State of Indiana. Midwest manages all aspects of their drug testing program. All testing will be coordinated through them. Contacts at Midwest who can answer questions would include: Sharon Allen, ext. 17 or Tiffany Ailes, ext. 16. 800-358-8450 or 317-262-2200.

## **Designated Employer Representative (DER) Instructions:**

Please fill out this form, then FAX (317/262-2222) or call (800/358-8450) Midwest Toxicology Services with the following information when sending in a person to a collection site for drug screening and/or breath alcohol test. **Give a copy of this form to the employee to take with them to the collection site** – this will help ensure the testing/collection is done correctly.

Agency Code, INDOT District or Subdistrict: \_\_\_\_\_  
(Facility Number **143151**)

Name of employee \_\_\_\_\_ SS# \_\_\_\_\_

Date sent for collection: \_\_\_\_\_ Name of Collection Site: \_\_\_\_\_

Name & phone # of company contact who sent this person to the collection site:

Name \_\_\_\_\_ Phone \_\_\_\_\_

## **CHECK ONE: REASON FOR THIS TEST**

\_\_\_\_ PRE-EMPLOYMENT      \_\_\_\_ POST ACCIDENT      \_\_\_\_ FOLLOW-UP  
\_\_\_\_ RANDOM      \_\_\_\_ RETURN TO DUTY      \_\_\_\_ REAS. SUSP.

**CHECK ONE:**      \_\_\_\_ DOT TEST      \_\_\_\_ NONDOT (non-regulated) TEST

**CHECK ONE:**      \_\_\_\_ Drug test only      \_\_\_\_ Alcohol test only      \_\_\_\_ Drug & Alcohol test

**Employee Instructions:** Take this form with you to the collection site noted above.

## **Collection Site Instructions:**

- Collection supplies for KROLL LABORATORY SPECIALISTS chain of custodies with Dr. Hull as the MRO have previously been shipped to you or employee may walk in with collection kit. Split collections should be performed. **Urine specimens should be shipped by Airborne Express to Kroll Laboratory Specialists** at: 1111 Newton Street, Grenta, LA 70053.
- **Billing reminder:** Invoice Midwest Toxicology Services, 324 E. New York St., Ste. 300, Indianapolis, IN 46204 for this urine collection or breath test.
- **MRO/Employer paperwork:** FAX to 317/262-2222, then mail to MRO address on form

**QUESTIONS OR PROBLEMS:** Call Midwest Toxicology 7:30—5:00 M – F at 1-800-358-8450 or 317-262-2200. AFTER HOURS, Page your human resource/personnel contact.